

Beverage Server and E.A.S.Y. Trainers System Manual



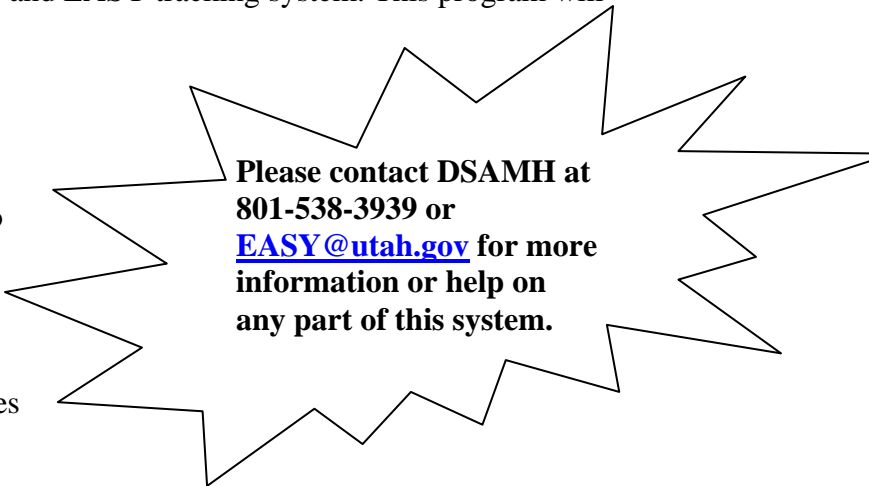
Division of Substance Abuse and Mental Health
120 North 200 West
Salt Lake City UT 84103

801-538-3939
EASY@utah.gov

Introduction

Welcome to the new online Beverage Server and EASY tracking system. This program will allow:

- Servers to
 - Print certificates
 - Check their expiration dates
- Employer or prospective employer to
 - Check servers certifications
 - Check expiration dates
- Trainers and/or Providers to
 - Add new servers/E.A.S.Y. trainees
 - Pay fee for trainees



**Please contact DSAMH at
801-538-3939 or
EASY@utah.gov for more
information or help on
any part of this system.**

This document will explain the process for trainers to add on premise and off premise alcohol servers and sellers and make payment online for those trainees.

Trainers' instructions start on page 2

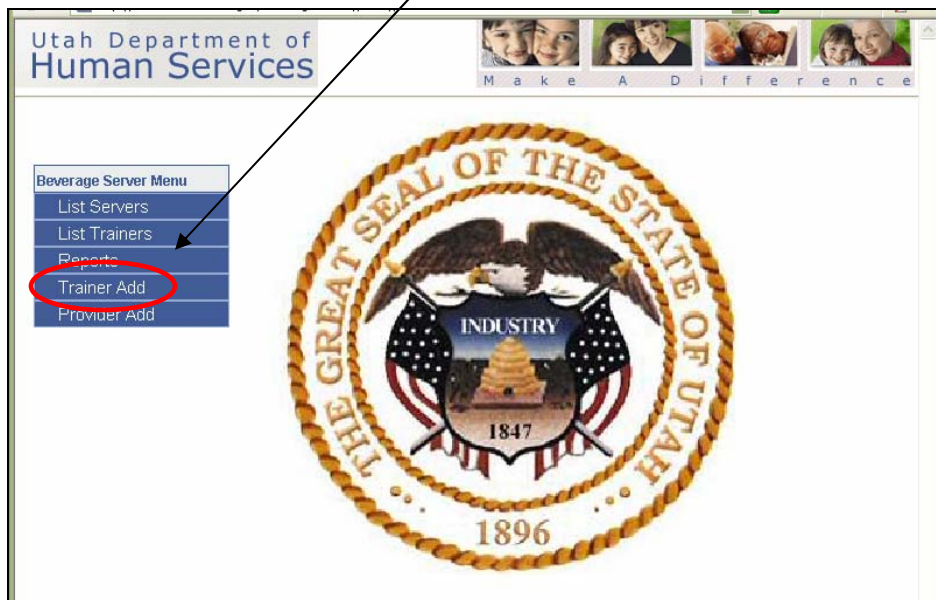
Providers' instructions start on page 12

TRAINERS

Home Screen

To start the entry process, enter the name of trainees; to do this you will need to go to the following URL: <http://itas23spr.its.utah.gov/beverageServer/public/publicHeaderAction.do>

On the home screen, click the **Trainer Add** button.



To proceed you will need to verify that you have been registered with the Division of Substance Abuse and Mental Health as a certified trainer.

Please enter your:

- Last Name
- Last 4 numbers of your SSN*

*Note: This system will not accept or maintain full Social Security Numbers.

Click the **Authenticate** button.

Utah Department of Human Services

Make A Difference

Trainer Access Verification

Last Name:

Last 4 numbers of your SSN:

Authenticate

* To enter Server information and pay, you must enter your Last Name and last four (4) numbers of your SSN for authentication.

If the trainer is not able to Authenticate the following message will appear. Please contact DSAMH with information if you are a certified trainer.

Utah Department of Human Services

Make A Difference

No verifying match was found for the information you entered. Please contact DSAMH with your information.

Trainer Access Verification

Last Name:

Last 4 numbers of your SSN:

Authenticate

* To enter Server information and pay, you must enter your Last Name and last four (4) numbers of your SSN for authentication.

Enter the participants you have trained and are paying for on this page.

Please enter:

- **Provider** – your company
- **Certification date** (Actual date of training)
- **Note** if on premise or off premise (E.A.S.Y.).

Enter for each individual trained:

- **First Name**
- **Middle Name** (not required)
- **Last name**
- **Last Four SSN digits**
- **Card Id number** – if you issue a card with a number (not required)

Utah Department of Human Services

Beverage Server Menu
EASY Pay

Trainer: 1
Provider:
Certification Date: *MM/DD/YYYY
☐ On Premise ☐ Off Premise

Server Information

First Name	Middle Name	Last Name	Last Four SSN	Card Id
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

When you have finished entering the server information, click **Save and pay** to go to the payment screen. If you wish to enter additional servers, click **Save**. Click **Cancel** to start over.

Utah Department of Human Services

Beverage Server Menu
EASY Pay

Servers have been saved

Trainer: wissa, sandra
Provider:
Certification Date: * MM/DD/YYYY
☐ On Premise ☐ Off Premise

Server Information

First Name	Middle Name	Last Name	Last Four SSN	Card Id
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A confirmation message will be displayed when you click **Save**.

Utah Department of Human Services

Beverage Server Menu
EASY Pay

Servers have been saved

Trainer: wissa, sandra
Provider:
Certification Date: * MM/DD/YYYY
☐ On Premise ☐ Off Premise

Server Information

First Name	Middle Name	Last Name	Last Four SSN	Card Id
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click **EASY Pay** to show the servers you currently have entered but have not paid for.

When you click **EASY Pay** or **Save and Pay**, you will be transferred to the following page which will show all the servers you have entered into the system and the amount of the fees to be paid.

Note: This list includes all servers entered into the system whose fees have not been paid due to new entry or a failure from a previous transaction, such as a rejection of a credit card. Servers will not be listed as trained and cannot print a certificate from this system until his/her fees are paid.

Utah Department of Human Services

Beverage Server Menu
Server Entry

Server Information

Name	Date	Amount
Jones Georgie	10/04/07	\$3.50
John Doe	10/05/07	\$3.50

		\$7.00
		=====

Click **Pay Now** to proceed to the payment screen.

At this point you have a choice to make, you can pay with a Credit Card (VISA or MC), or you may pay with an Electronic-Check. Below we will present the process for each selection starting with Credit Card payments.

DHS Easy - Utah GovPay: Payment - Microsoft Internet Explorer

Utah Department of Human Services

Payment

Select payment method

Item id	Description	Amount
12667	EASY payment	\$2.50
Total amount in US dollars		\$2.50

[Utah.gov Home](#) | [Utah.gov Terms of Use](#) | [Utah.gov Privacy Policy](#) | [Utah.gov Accessibility Policy](#)
Copyright © 2008 State of Utah - All rights reserved.

This is the Credit Card payment screen, where you will enter in the credit card information for payment.

Utah Department of Human Services

Credit Card Payment

Please enter your Credit Card Information and click "Continue" to proceed with payment.

Amount being charged: \$7.00

Credit Card Account Information

Card Type:

Credit Card Number:

Card Verification Value (CVV):

Expiration Date: /

Cardholder Information

Card Holder's Name:

Address:

City:

State:

Postal Code:

Country:

Email Address:

[Terms of Use](#) | [Utah.gov Privacy Policy](#) | [Utah.gov Accessibility Policy](#)
Copyright © 2007 State of Utah - All rights reserved.

For the CVV code enter the 3-digit, non-embossed number printed on the signature panel on the **back** of the card.

Click **Continue** to proceed to the next page.

Enter your email address here if you want a receipt emailed to you.

Verify your Credit Card Information here.

Utah Department of Human Services

Confirm Credit Card Information

Please verify your Credit Card Information and click YES to proceed with payment.

Transaction #: 7767
Total Due: \$3.50

Credit Card Account Information

Card Type: Visa
Credit Card Number: 4111111111111111
Card Verification Value: 222
Expiration Date: 05 / 2009

Cardholder Information

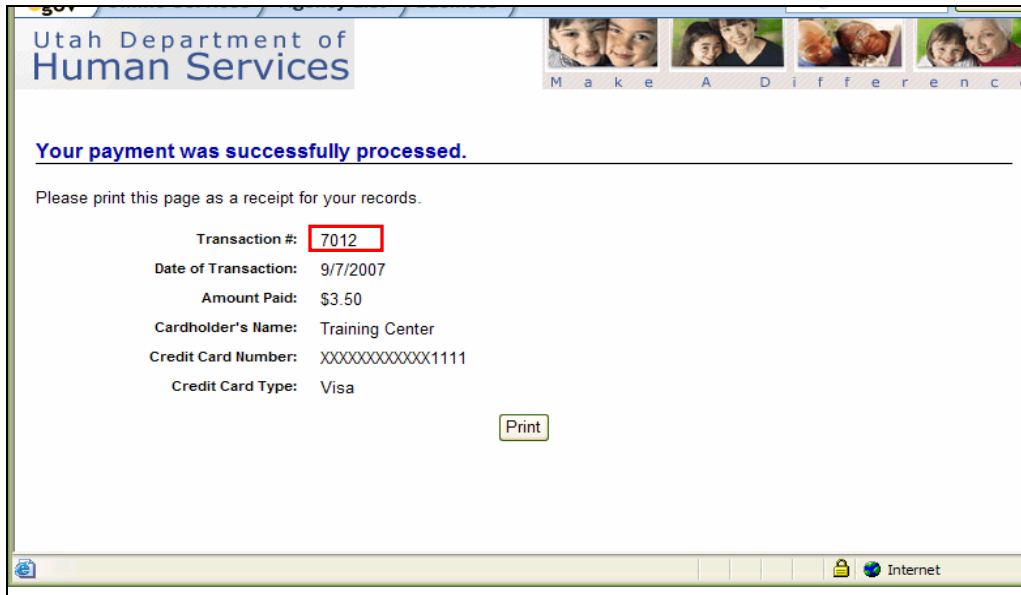
Cardholder's Name: Training Center
Billing Address: 120 North 200 West
City: Salt Lake City
State/Province: UT
Postal Code: 84103
Country: United States
Email Address: swisa@utah.gov

IS THIS INFORMATION CORRECT?

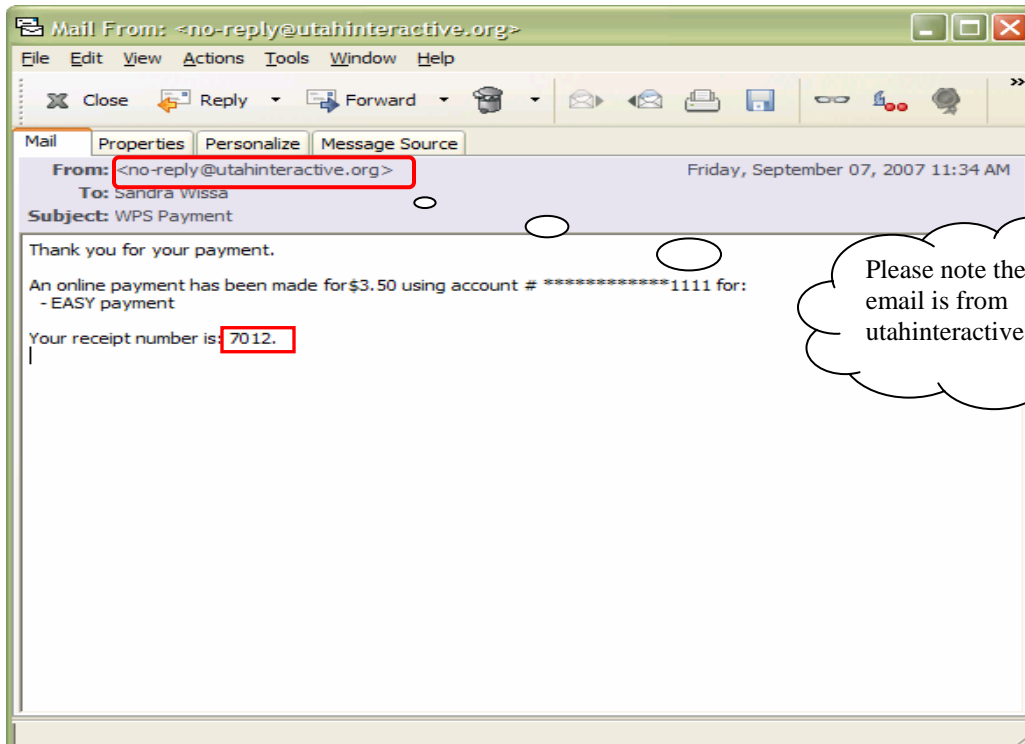
[Utah.gov Home](#) | [Utah.gov Terms of Use](#) | [Utah.gov Privacy Policy](#) | [Utah.gov Accessibility Policy](#)
Copyright © 2007 State of Utah - All rights reserved.

If information is correct, click **Yes**. If you need to change something click **No**.

The “Payment Successful” screen shows that the payment has been processed. At this point your credit card has been billed for the amount paid.



If you enter an email address on the Credit Card Payment Screen, the following is an example of the email you will receive as confirmation that your payment has been submitted. Please note the receipt number is the same as the transaction number from the receipt you can print.



*Utah Interactive is the credit card processing firm contracted by the State of Utah.

This is the E-Checks payment process, start by entering your bank and account information, also shown on this screen is the payment amount. Press SUBMIT to continue to the next screen, remember this is a secured web site!

DHS Easy - Utah GovPay: Electronic Check Payment - Microsoft Internet Explorer

Address: <https://test.secure.utah.gov/govpay/dheasy/select.html?sessionId=e9042b91bf09316f2b053ecbd7>

Online Services | Agency List | Business

Electronic Check Payment

Please enter your Check Account Information and click "Continue" to proceed with payment.

Item id	Description	Amount
12667	EASY payment	\$2.50
Total amount in US dollars		\$2.50

Check Account Information

Bank Name*:
Account type*:
Routing number*: [Where's this?](#)
Bank account number*: [Where's this?](#)

Account Holder Information

Bank Account Holder's name*:
Address*:
City*:
State*:
Postal code*:
Email address*:

* are required fields.

[Utah.gov Home](#) | [Utah.gov Terms of Use](#) | [Utah.gov Privacy Policy](#) | [Utah.gov Accessibility Policy](#)
Copyright © 2008 State of Utah - All rights reserved.

Before you can finish processing you must answer the Security Question, Please contact DSAMH at 801-538-3939 for the answer to this question. NOTE: it is case sensitive.

DHS Easy - Utah GovPay: Verify Electronic Check Payment Information - Microsoft Internet Explorer

Address: <https://test.secure.utah.gov/govpay/dheasy/verify.html>

Online Services | Agency List | Business

Verify Electronic Check Payment Information

Please verify your Electronic Check Information and click "Continue" to proceed with payment.

Item id	Description	Amount
12667	EASY payment	\$2.50
Total amount in US dollars		\$2.50

Check Account Information

Bank Name: Disney Bank and Loan
Account type: consumer checking
Routing number: 124000045
Bank account number: XXXX04321

Account Holder Information

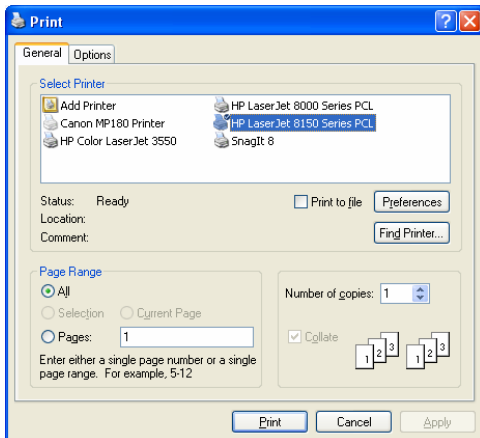
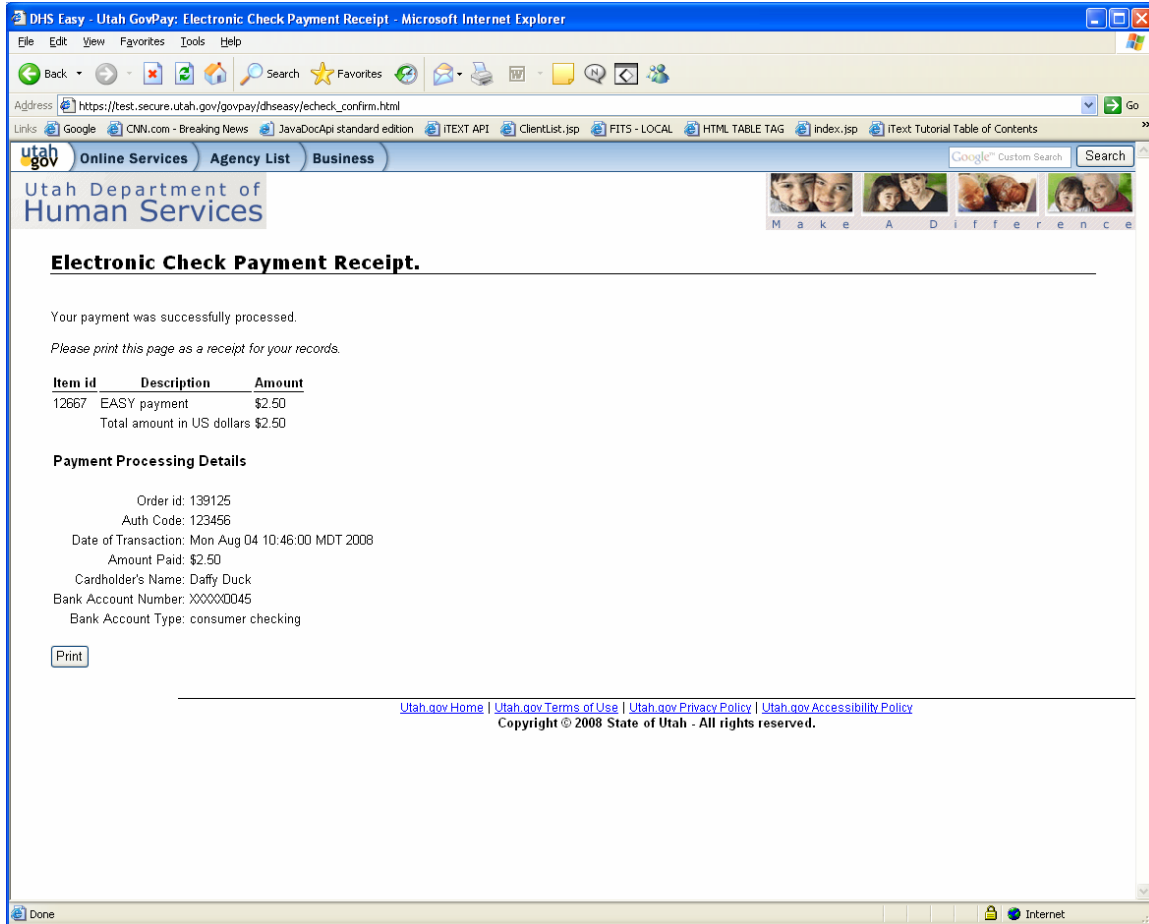
Cardholder's name: Daffy Duck
Address: 123 Disney Ln
City: Disneyland
State: CA
Postal code: 99998
Email address: dduck@disney.com

What is Eliminate Alcohol Sales to Youth?:

IS THIS INFORMATION CORRECT?

[Utah.gov Home](#) | [Utah.gov Terms of Use](#) | [Utah.gov Privacy Policy](#) | [Utah.gov Accessibility Policy](#)
Copyright © 2008 State of Utah - All rights reserved.

The final screen is your Payment Receipt, though you can receive an email with your receipt we recommend that you print a copy of your receipt by pressing the PRINT button. A list of printers associated to your computer will appear, select the desired printer and press the PRINT button again.



PROVIDERS

Home Screen

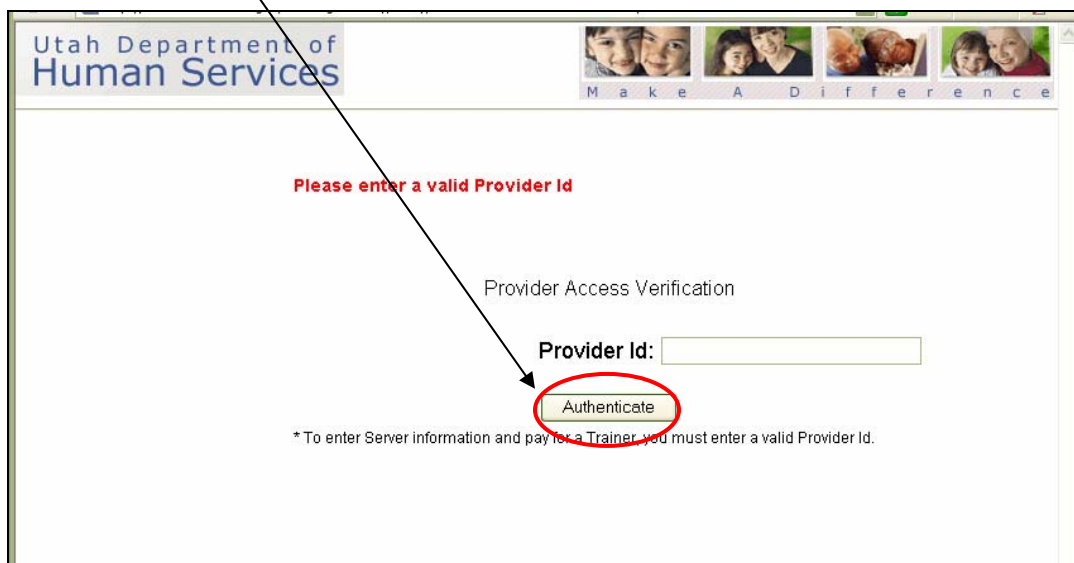
To start the entry process, enter the name of trainees; to do this you will need to go to the following URL: <http://itas23spr.its.utah.gov/beverageServer/public/publicHeaderAction.do>

On the home screen, click the **Provider Add** button.



Please enter your provider ID which will be provided by DSAMH. If you do not know your provider ID, please email DSAMH at EASY@utah.gov.

Click the **Authenticate** button.



Enter the participants you have trained and are paying for on this page. To add a trainer, contact DSAMH at EASY@utah.gov.

Please enter:

- Trainer – Using the dropdown menu
- Certification date (Actual date of training)
- Note if on premise or off premise (E.A.S.Y).

Enter for each individual trained:

- First Name
- Middle Name (not required)
- Last name
- Last Four SSN digits
- Card Id number – if you issue a card with a number (not required)

Utah Department of Human Services

Beverage Server Menu
EASY Pay

Provider: The S.M.A.R.T. Program
Trainer: Select One
Certification Date: * MM/DD/YYYY
☐ On Premise ☐ Off Premise

Server Information

First Name	Middle Name	Last Name	Last Four SSN	Card Id

Save Save and Pay Cancel

When you have finished entering the server information, click **Save and pay** to go to the payment screen. If you wish to enter additional servers, click **Save**. Click **Cancel** to start over.

Utah Department of Human Services

Beverage Server Menu
EASY Pay

Servers have been saved

Provider: The S.M.A.R.T. Program
Trainer: Select One
Certification Date: * MM/DD/YYYY
☐ On Premise ☐ Off Premise

Server Information

First Name	Middle Name	Last Name	Last Four SSN	Card Id

Save Save and Pay Cancel

Utah Department of Human Services

Beverage Server Menu
EASY Pay

Servers have been saved

Trainer: wissa, sandra
Provider: Select One
Certification Date: * MM/DD/YYYY
☐ On Premise ☐ Off Premise

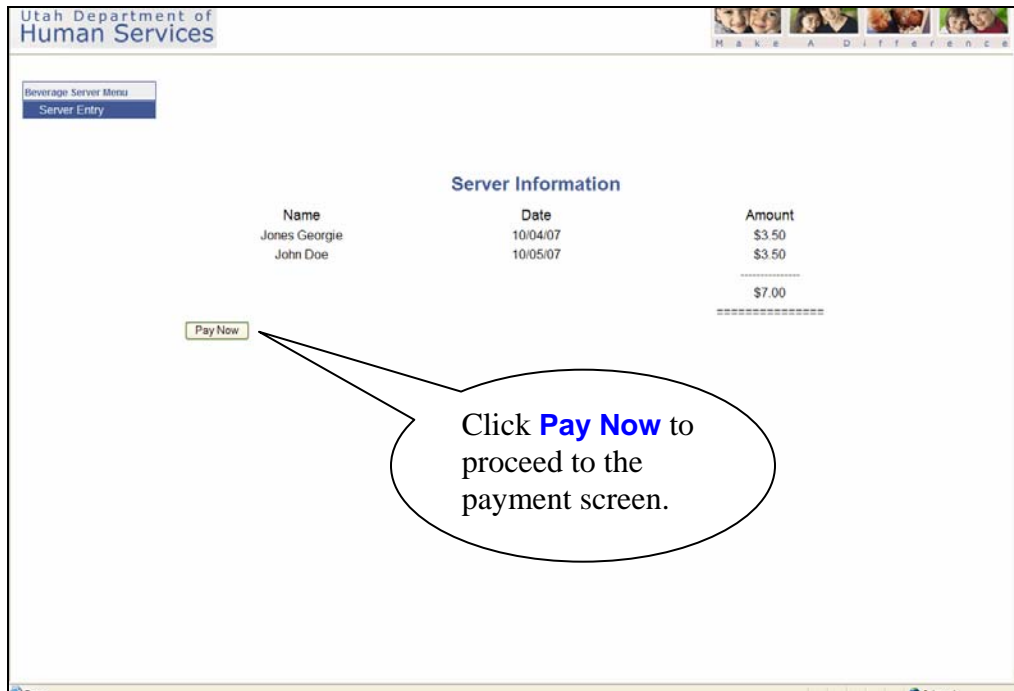
Server Information

First Name	Middle Name	Last Name	Last Four SSN	Card Id

Save Save and Pay Cancel

When you click **EASY Pay** or **Save and Pay**, you will be transferred to the following page which will show all the servers you have entered into the system and the amount of the fees to be paid.

Note: This list includes all servers entered into the system whose fees have not been paid due to new entry or a failure from a previous transaction, such as a rejection of a credit card. Servers will not be listed as trained and cannot print a certificate from this system until his/her fees are paid.



Utah Department of Human Services

Beverage Server Menu
Server Entry

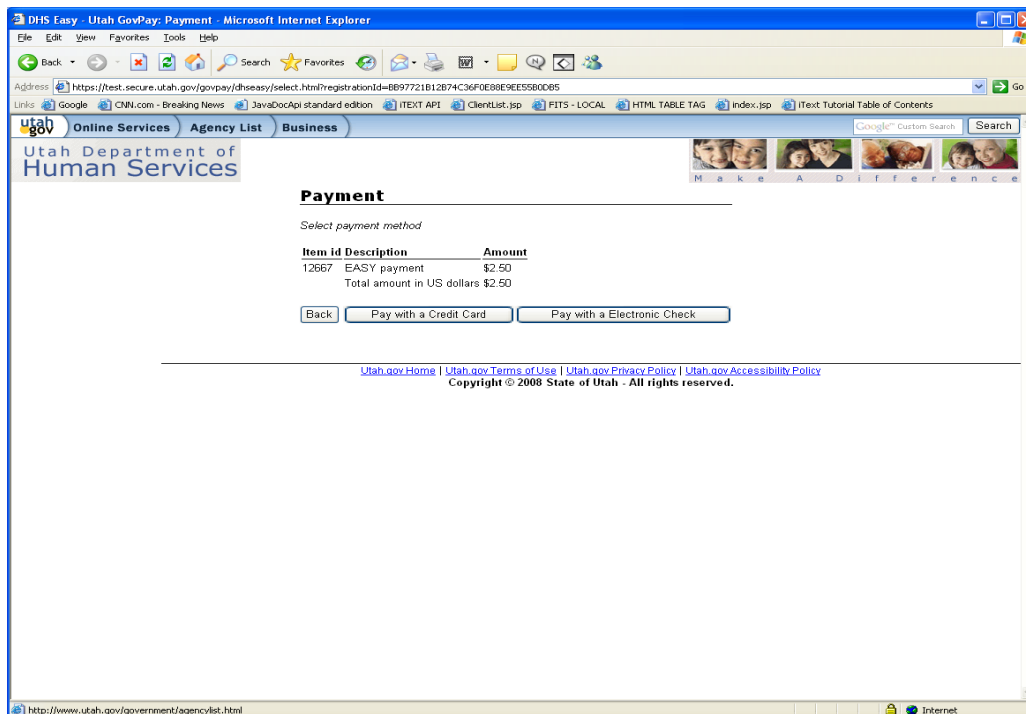
Server Information

Name	Date	Amount
Jones Georgie	10/04/07	\$3.50
John Doe	10/05/07	\$3.50

		\$7.00
		=====

Click **Pay Now** to proceed to the payment screen.

At this point you have a choice to make, you can pay with a Credit Card (VISA or MC), or you may pay with an Electronic-Check. Below we will present the process for each selection starting with Credit Card payments.



DHS Easy - Utah GovPay: Payment - Microsoft Internet Explorer

Address: https://test.secure.utah.gov/govpay/dhseasy/select.html?registrationId=BB97721B12B74C36F0E88E9EE55B0D65

Links: Google, CNN.com - Breaking News, JavaDoc API standard edition, ITEXT API, ClientList.jsp, FITS - LOCAL, HTML TABLE TAG, index.jsp, IText Tutorial Table of Contents

Utah Department of Human Services

Payment

Select payment method

Item id	Description	Amount
12667	EASY payment	\$2.50
Total amount in US dollars		\$2.50

[Utah.gov Home](#) | [Utah.gov Terms of Use](#) | [Utah.gov Privacy Policy](#) | [Utah.gov Accessibility Policy](#)
Copyright © 2008 State of Utah - All rights reserved.

This is the Credit Card payment screen, where you will enter in the credit card information for payment.

Utah Department of Human Services

Credit Card Payment

Please enter your Credit Card Information and click "Continue" to proceed with payment.

Amount being charged: \$7.00

Credit Card Account Information

Card Type:

Credit Card Number:

Card Verification Value (CVV):

Expiration Date: /

Cardholder Information

Card Holder's Name:

Address:

City:

State:

Postal Code:

Country:

Email Address:

[Terms of Use](#) | [Utah.gov Privacy Policy](#) | [Utah.gov Accessibility Policy](#)
Copyright © 2007 State of Utah - All rights reserved.

For the CVV code enter the 3-digit, non-embossed number printed on the signature panel on the **back** of the card.

Click **Continue** to proceed to the next page.

Enter your email address here if you want a receipt emailed to you.

Verify your Credit Card Information here.

Utah Department of Human Services

Confirm Credit Card Information

Please verify your Credit Card Information and click YES to proceed with payment.

Transaction #: 7767
Total Due: \$3.50

Credit Card Account Information

Card Type: Visa
Credit Card Number: 4111111111111111
Card Verification Value: 222
Expiration Date: 05 / 2009

Cardholder Information

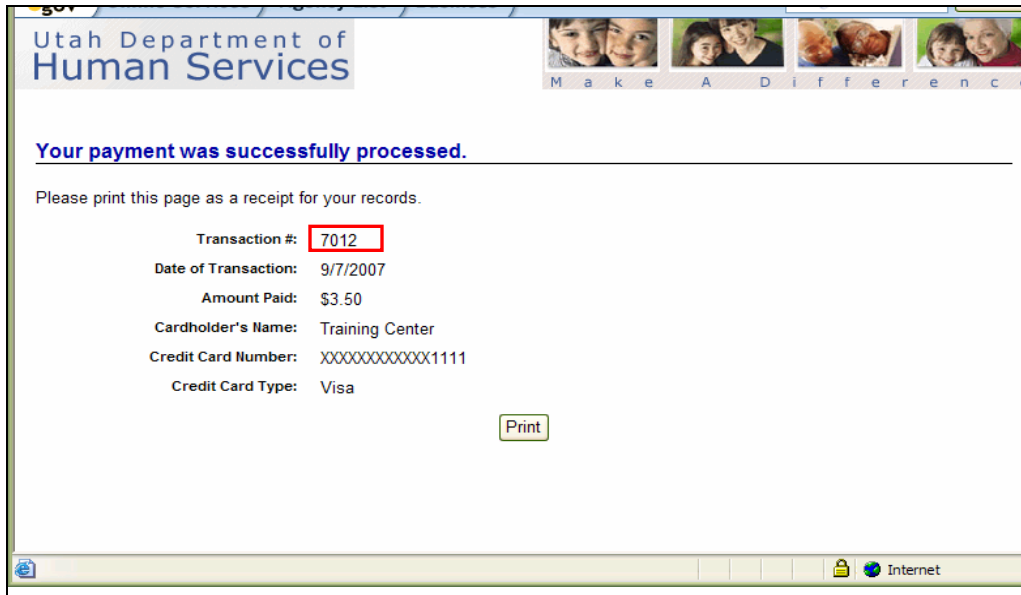
Cardholder's Name: Training Center
Billing Address: 120 North 200 West
City: Salt Lake City
State/Province: UT
Postal Code: 84103
Country: United States
Email Address: swisa@utah.gov

IS THIS INFORMATION CORRECT?

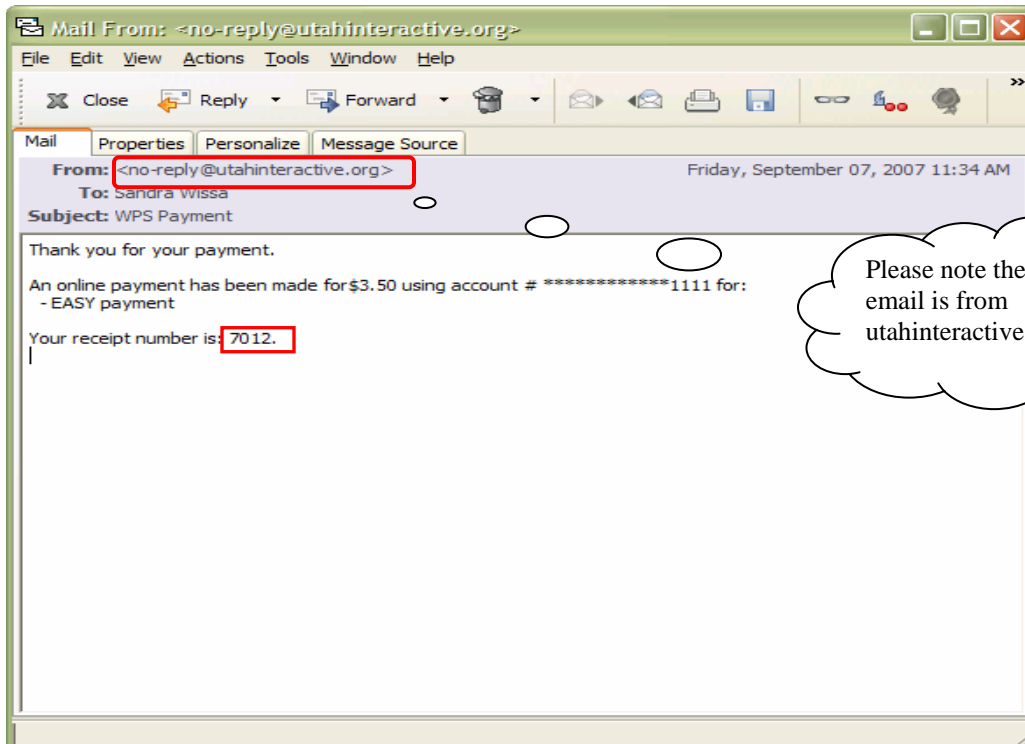
[Utah.gov Home](#) | [Utah.gov Terms of Use](#) | [Utah.gov Privacy Policy](#) | [Utah.gov Accessibility Policy](#)
Copyright © 2007 State of Utah - All rights reserved.

If information is correct, click **Yes**. If you need to change something click **No**.

The “Payment Successful” screen shows that the payment has been processed. At this point your credit card has been billed for the amount paid.



If you enter an email address on the Credit Card Payment Screen, the following is an example of the email you will receive as confirmation that your payment has been submitted. Please note the receipt number is the same as the transaction number from the receipt you can print.



*Utah Interactive is the credit card processing firm contracted by the State of Utah.

This is the E-Checks payment process, start by entering your bank and account information, also shown on this screen is the payment amount. Press SUBMIT to continue to the next screen, remember this is a secured web site!

DHS Easy - Utah GovPay: Electronic Check Payment - Microsoft Internet Explorer

Address: <https://test.secure.utah.gov/govpay/dheasy/select.html?sessionId=e9042b91bf09316f2b053ecbd7>

Online Services | Agency List | Business

Utah Department of Human Services

Electronic Check Payment

Please enter your Check Account Information and click "Continue" to proceed with payment.

Item id	Description	Amount
12667	EASY payment	\$2.50
Total amount in US dollars		\$2.50

Check Account Information

Bank Name*:
Account type*:
Routing number*: [Where's this?](#)
Bank account number*: [Where's this?](#)

Account Holder Information

Bank Account Holder's name*:
Address*:
City*:
State*:
Postal code*:
Email address*:

* are required fields.

[Utah.gov Home](#) | [Utah.gov Terms of Use](#) | [Utah.gov Privacy Policy](#) | [Utah.gov Accessibility Policy](#)
Copyright © 2008 State of Utah - All rights reserved.

Before you can finish processing you must answer the Security Question, Please contact DSAMH at 801-538-3939 for the answer to this question. NOTE: it is case sensitive.

DHS Easy - Utah GovPay: Verify Electronic Check Payment Information - Microsoft Internet Explorer

Address: <https://test.secure.utah.gov/govpay/dheasy/verify.html>

Online Services | Agency List | Business

Utah Department of Human Services

Verify Electronic Check Payment Information

Please verify your Electronic Check Information and click "Continue" to proceed with payment.

Item id	Description	Amount
12667	EASY payment	\$2.50
Total amount in US dollars		\$2.50

Check Account information

Bank Name: Disney Bank and Loan
Account type: consumer checking
Routing number: 124000045
Bank account number: XXXXX4321

Account Holder Information

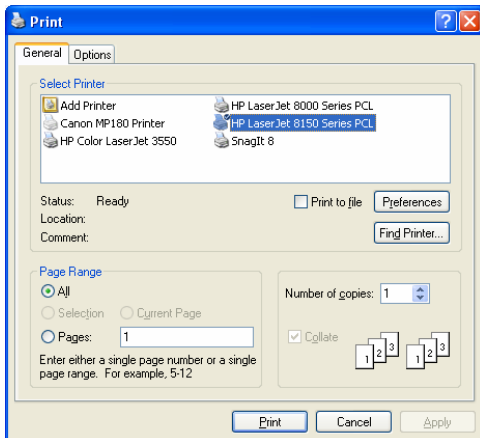
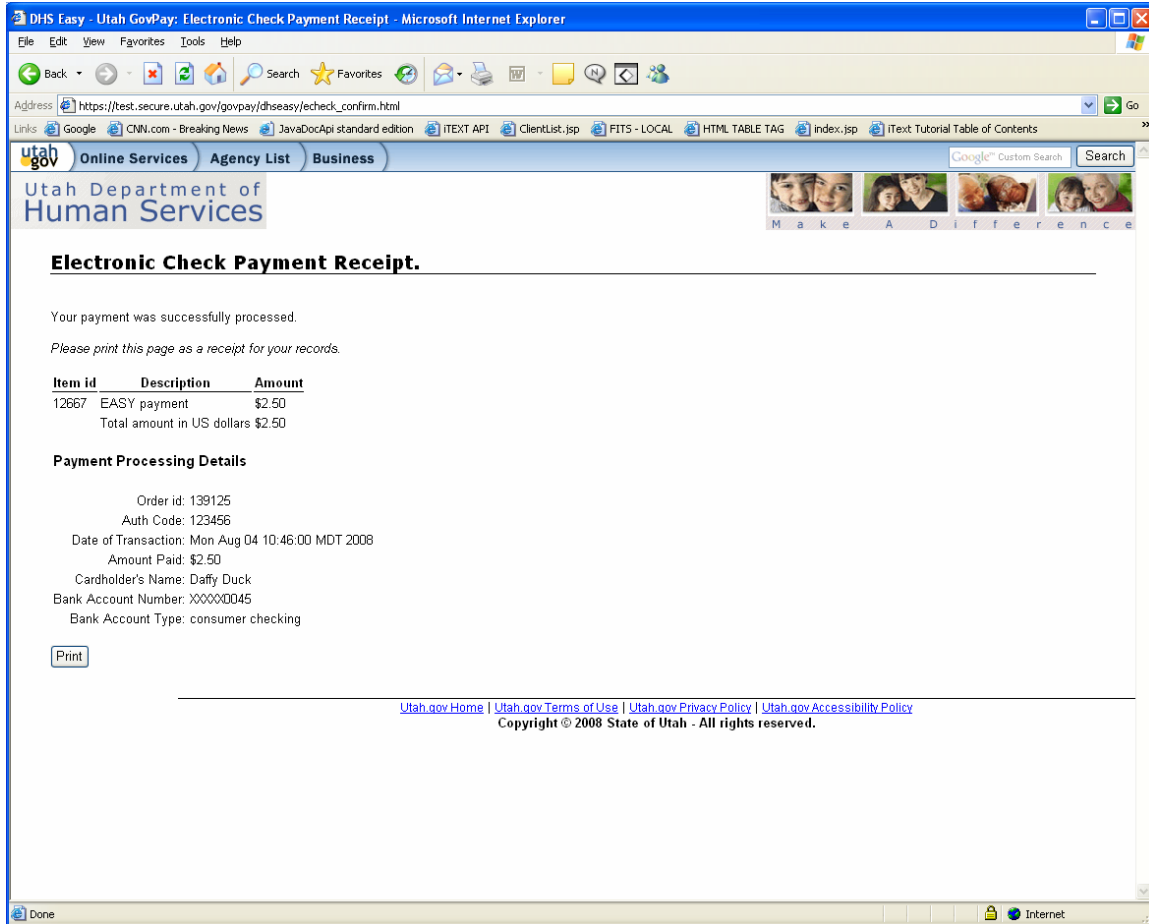
Cardholder's name: Daffy Duck
Address: 123 Disney Ln
City: Disneyland
State: CA
Postal code: 99998
Email address: dduck@disney.com

What is Eliminate Alcohol Sales to Youth?:

IS THIS INFORMATION CORRECT?

[Utah.gov Home](#) | [Utah.gov Terms of Use](#) | [Utah.gov Privacy Policy](#) | [Utah.gov Accessibility Policy](#)
Copyright © 2008 State of Utah - All rights reserved.

The final screen is your Payment Receipt, though you can receive an email with your receipt we recommend that you print a copy of your receipt by pressing the PRINT button. A list of printers associated to your computer will appear, select the desired printer and press the PRINT button again.



Please do not let your system timeout or log out while in the process of adding trainees. Doing so causes the system to assume you have completed the transaction which will not allow the name to appear on the pay screen. If you add them again there will be duplicates in the system. If this happens, please do not reenter any person and wait until the next day to pay for the people you have entered.